



HARLEY-DAVIDSON OF GREENVILLE FACILITY USAGE GUIDELINES

MARKETING DEPARTMENT | (864) 234-1340 | CHESLEY@H-DOG.COM

Harley-Davidson of Greenville is pleased to extend the use of our facilities to outside organizations when available. We see this as a service to our community and support the not for profit organizations. Scheduling is dependent on availability with priority given to Harley-Davidson of Greenville. In order to be fair to our guests, we have determined the following guidelines for any event that requests the dealership or parking lot as a destination for a benefit.

Request for use of surrounding dealership areas, stage and or parking lot may be made by calling the marketing office at 864-603-2904 or by email to chesley@h-dog.com. You must give the name of the group, the nature of the use being requested, the desired date and time of use and contact information for the individual acting as the agent for the requested group.

We strongly suggest that all requests are made 60 days or more the event for a successful event. All logistics and details of the event must be turned in no later than 45 days prior to the event date.

Stage/Middle Parking Lot Usage

If the stage and or middle parking lot is requested for the event a \$100 refundable deposit must be made to Harley-Davidson of Greenville at the time of request along with a \$50 non-refundable rental fee. Your deposit will be returned to your organization if the following criteria are met after the conclusion of the event.

- All trash must be thrown into dumpsters and emptied from the trash cans in the surrounding area.
- Picnic tables are returned to their original positions.
- Removal of all personal items from the property.
- In the event of power usage from the stage, the power has been turned off and the stage is left in the condition you arrived.
- The stage door is locked and all items are returned to their proper place.
- All lights must be turned off prior to leaving.
- The small platform in the parking area is not to be moved. By moving this platform the group will forfeit the deposit.

In All Cases

- A copy of the band contract must be submitted 30 days in advance if using the stage
- A copy of the contract for all other entertainment requested to be on-site must be submitted in advance
- For stunt shows, we require a certificate of liability insurance with Harley-Davidson of Greenville as a loss payee.
- Event hosts are required to provide their own supplies, such as tables, tents, chairs, registration forms, tickets, ride waivers, ice and cash boxes with appropriate change (H-DOG will not be able to give change).
- Harley-Davidson of Greenville will not provide electric hook ups. If you are in need of electricity you must provide a generator. You will not be permitted to run any electrical cords from the buildings to the parking lots, this is a hazard and will not be tolerated.
- For any ride that begins at the dealership the organization is required to have appropriate ride waivers. A copy of this ride waiver must be submitted to the marketing department prior to the event for approval.
- Organizations may not solicit H-DOG customers inside the dealership on the event day for any reason including: donations, raffle tickets or attendance.
- If vendors are requested to be on site, a list must be provided to the dealership in advance for approval.

By signing below you are agreeing to the terms above as well as releasing Harley-Davidson of Greenville, it's employees and ownership of all liabilities associated with the event.

Date of Event: _____ Event Title: _____

Organization _____ Signature _____

Phone Number _____ Date _____

Address _____

Who will the refund check be made out to if the organization should comply with criteria listed above? _____

Address if different from above? _____